

TRIPURA GAZETTE

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PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
HOME (JAIL) DEPARTMENT

No. F. 1-712/IGP/2022/1896-1902

Dated, 19/06/2024

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the post of Senior Computer Assistant in the Home (Jail) Department :-

1. Short title and commencement :-

1. These rules may be called Senior Computer Assistant of Home (Jail) Department Recruitment Rules, 2023.
2. They shall come into force on and from the date of their publication in the official Gazette.
2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.

3. Number, Classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in rows 2 to 4 of the Schedule enclosed at Annexure-1.

4. Method of recruitment, age limit, qualifications, etc.:-

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in rows 5 to 13 of the said Schedule.

5. Disqualification:-No person-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax:-**Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in the writing, and with concurrence of the GA(P&T) Department, relax any
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of the provisions of these rules with respect to any class or category of persons.

7. **Repeal:-**The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure- I enclosed herewith.
8. **Savings:-**Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.
9. This Notification is issued as per provisions of the G.O No. 01 File No. 20 (1) GA

(P&T)/19 dated 29-04-2022 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor

Signed by Brijesh Pandey

Date: 15-06-2024 23:26:07

Reason: Approved

Secretary,
Home(Jail)Department
Government of Tripura.

ANNEXURE-I

No. F. 712/IGP/2022/

**Recruitment Rules for the post of Senior Computer Assistant
under Home (Jail) Department, Government of Tripura.**

S C H E D U L E

1. Name of the post :- Senior Computer Assistant
2. Number of posts :- 16 (sixteen) Nos
3. Classification :- Group-C(Non-Gazetted)
4. Scale of pay

Pre-revised Scale of Pay.	Corresponding revised Scale of Pay.
PB-2, Pay Band Scale Rs.5700- 24000/-Grade- Pay Rs.2800/-	Cell-1 of Level-9 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment Rules, 2018)]

And as revised by the
Government time to
time.

5. Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.
 - i. 100% by Direct Recruitment.
 - (ii) Selection will be through competitive examinations to be conducted by the TPSC, as per provision of the New Recruitment Policy vide No. F.20(1)-GA(P&T)/18 dated 05.06.2018 & 29th October, 2020.
 - (iii) **Selection Procedure:-**
The Examinations for selection shall consist of 2(two) parts viz Written Examination-85 marks and Interview-15 marks.
Scheme of examination and Syllabus is
Enclosed as **Annexure-A.**

iv. After Written Examination the number of candidate(s) to be called for interview will be as per TPSC norms. The TPSC may, at their discretion, fix the minimum qualifying marks in written examination. The Candidates absent in Interview will not be considered for the final recommendation.

(v) Final merit list will be prepared by adding the marks of written examination and interview marks.

Recommendation will be made as per requisition and other norms followed by the Commission.

(vi) Job profile of the Post is mentioned in

Annexure-B.

6. Age limit for direct recruitment :- 21 to 40 years. Upper age limit is relaxable by 5 years in case of ST/SC/ Person with Disabilities/Government servant candidates.
7. Educational and other qualification required for direct recruitment :- Bachelor Degree in Computer Application / Computer Science.

OR

Graduate in any Discipline with at Least 1(One) Year Diploma Course in Computer Or "O" Level Course Certificate in Computer from recognized Institution.

*Permanent Resident Certificate of Tripura (PRTC) would be required while applying for job by direct recruitment.

Power to relax : Where the State Government is of the opinion that it is necessary or expedient so to do, it may relax the provision as mentioned above with respect to any class or category of persons or

Posts.

Desirable Qualification:- Knowledge of Bengali or Kokborok.

8. Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion :- Not applicable
9. Whether Selection post or Non-Selection post :- Selection (as mentioned under Item No.5 above).
10. Period of probation, if any :- 2 (two) years
11. In case of recruitment by promotion / transfer or on deputation, grades from which promotion /transfer on deputation is to be made :- Not applicable
12. If a DPC exists, what is its composition :- Not applicable
13. Circumstances in which TPSC is to be consulted while making recruitment :- As required under the Tripura Public Service Commission (Exemption from Consultation) Regulation, 1973
14. Repeal :- There is no any existing RRs for the post of Senior Computer Assistant to repeal.

Sd/-
Secretary,
Home (Jail) Department
Government of Tripura

*Inserted as per Notification vide No.23(8)-GA(P&T)/2023
dated 7th July, 2023.

Annexure-A

SCHEME OF WRITTEN EXAMINATION AND SYLLABUS

Time:-2hours.

Subjects	No. of question	Marks
<u>ENGLISH</u> Use of appropriate preposition and Articles, Correction of Sentences, Use of common Phrases & Idiom, Synonyms & Antonyms.	20 MCQ pattern questions carrying 1 marks each	20
<u>GK & Current Affairs</u>	20 MCQ pattern questions carrying 1 marks each	20
<u>Job-oriented</u>	45 MCQ pattern questions carrying 1 marks each	45
Total:		85

Syllabus for job oriented question

I. Fundamentals of Computer:

History of development of computers, Computer system concepts, Basic components of a computer system, Various types of memory, Storage Devices-fundamentals, Data Storage and Retrieval methods, Various Storage Devices Types of Software-System software, Application software, Utility Software Number System representation & their conversion, Text processing application software, Spread Sheet packages, slide presentation packages, database operation packages, Internet reference tools.

II. Programming Languages:

Basics of programming, problem solving algorithms, C as a high level language and its history, data types, conditional statements and loops, functions, recursive functions vs iterative functions, arrays, storage classes, pointers, structures and unions, self-referential structures and linked list, file management programming concepts.

Contd.....

Continuation of pre page:- Annexure-A

Introduction to programming with Visual Basic, controls, Data types, VB Functions and subroutines, Connectivity with database, **Web and Internet Technology:**

Overview of Internet, Internet working protocols, Layering concepts, Network connectivity issues: connectors, wires and network devices- Routers, switches, gateways, Server Administration, Firewalls, IPV4 and IPV6 addressing concepts, Email and related protocols like SMTP, POP, IMAP, VLAN, VoIP, Web Publishing and Browsing, HTML programming basics, CSS programming. Internet security management concepts, Information privacy and copy write issues, Basics of cryptography.

III. Database Management System:

Basic concepts in DBMS, Database system architecture, Database Models and Implementation, ER Model, RMRA Model, File Organization for Conventional DBMS, Introduction to RDBMS, Relational Algebra, Normalization, Query Processing with SQL, PL/SQL and Optimization, Distributed Databases.

IV. Introduction to ICT Resources & Multimedia:

PC Hardware assembling and operation concepts, Utilities-antivirus scanner, malware scanner, Emergency Repair Disk OS and various application software Installations, acquaintance with installation and basic troubleshooting of projectors, printers, scanners, routers, switches and Wi-Fi access points, Networking concepts, network administration. Multimedia-Introduction to Multimedia concepts, computer fonts and hyper-text, audio fundamentals and representations, Image fundamentals and representation, animation and video file formats, multimedia authoring and

authoring tools, image, video and audio compression.

Annexure-B

Job profile for the post of Senior Computer Assistant :-

Technical Job	Supervising the online works of the Department.
	Supporting of different online/ offline Government software related works.
	Operation and monitoring of works related to computerization
	Assisting in development of any new Software
	Application including training, operation and maintenance support.
	Assisting computer training and workshops.
	Diagnosis and troubleshooting of the basic problem With the computer hardware and software.
Normal office works	File works, noting, drafting, data entry etc.
	Other related duties and when required.
